

# Hometown Holidays

## Nonprofit Registration Form

Saturday, May 26 and Sunday, May 27

1 – 8 p.m.

Rockville Town Center

### 2012 Nonprofit Registration Form

*Please print or type all information clearly.*

Organization Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Web Site \_\_\_\_\_

Email \_\_\_\_\_ 501(c) Employer Identification Number \_\_\_\_\_

Products(s)/Service Description \_\_\_\_\_

#### **Festival Dates/Time:**

Saturday, May 26 AND Sunday, May 27 from 1 p.m. to 8 p.m.

#### **Booth Fee:**

\$100 per booth. Please include check made payable to the City of Rockville with registration form.

### **SUBMIT TO CITY OF ROCKVILLE BY APRIL 18, 2012**

- ☐ Completed and signed Registration Form
- ☐ Check made payable to the City of Rockville enclosed with completed registration form

#### **CITY CONTACT**

City of Rockville  
Hometown Holidays Nonprofits  
111 Maryland Ave.  
Rockville, MD 20850

Caitlin Conville  
cconville@rockvillemd.gov  
P 240-314-8604  
F 240-314-8659  
www.rockvillemd.gov/events

I hereby apply to participate as a special event Nonprofit organization in the City of Rockville's 2012 Hometown Holidays. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damages to persons or property that may result from my fault of negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show and Policies/Eligibility. I further agree to any regulations or requirements that have been or may be imposed by the City of Rockville.

Signed and Accepted \_\_\_\_\_ Date \_\_\_\_\_

# Hometown Holidays

## CONDITIONS OF THE EVENT

### Eligibility

Eligible applications must be 501(c) certified. Applicants must provide their Employer Identification Number (EIN) for status verification purposes. The City reserves the right to deny any applicant exhibit space at Hometown Holidays.

### Deadline

All application materials must be postmarked by April 18, 2012. Although this festival is an invitation based show, the City reserves the right to accept or reject an application. Notification of acceptance or non-acceptance to the festival will be mailed by May 4, 2012 (No notification by telephone will be given prior to written notification). If you do not receive written notification of acceptance/non-acceptance, the City did not receive your registration form. Please contact the City at 240-314-8604 to ensure that your registration form was received.

### Booth Space

Booth space and locations are assigned based on availability and discretion of festival supervisors. The use of the locations is restricted to the applicant of whom it is assigned. A 10'x 10' tented space will be provided along with a 6' table and (2) chairs for the nonprofit organization.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event.

### Equipment/Supplies

Each applicant is responsible for set-up and arrangement of own space. City will provide the tent, 1 table and 2 chairs. Nonprofit organizations are expected to provide booth signage, literature about business, staff as well as any other additional equipment/supplies. All displays must be easily removable. Please do NOT use tape to hang signage.

### Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vehicles will be permitted on-site starting at 11 a.m. on Saturday, May 26. Vehicles will also be permitted on-site starting at 11 a.m. on Sunday, May 27 to restock supplies.

### Parking

All vehicles must be off-site by 12 noon in preparation for the start of the event at 1 p.m. Parking will be available two blocks from the event site.

### Remove Items

Each organization is responsible for removing all items from their Non Profit booth on both Saturday and Sunday by 8 p.m. Overnight security is no longer provided by the City of Rockville and anything left in booths overnight is at the vendor's own risk.

### Participation

Organizations must have a representative occupying the booth at all times (Saturday and Sunday from 1 p.m. to 8 p.m.). Failure to comply will result in organization not being invited back next year.

### Load-out

We would prefer representatives carry any remaining supplies and equipment off site if at all possible. Arrangements may be made prior to the event if you foresee the need for vehicle access to the site for load out.